

IOWA COLLEGE STUDENT AID COMMISSION

Faith Baptist Bible College and Theological Seminary Voluntary Application for Postsecondary Registration in Iowa March 15, 2016

STAFF ACTION:

Approve Faith Baptist Bible College and Theological Seminary's voluntary application for postsecondary registration in Iowa for a two-year term that begins on March 15, 2016 and ends on March 15, 2018.

Registration Purpose

Faith Baptist Bible College and Theological Seminary (Faith Baptist or the "College") lawfully operates a postsecondary, degree-granting institution in Iowa under an exemption from registration in Iowa Code Section 261B.11, subsection 1, paragraph "j": "Higher education institutions that meet the criteria established under section 261.9, subsection 1." The criteria referenced in Iowa Code Section 261.9, subsection 1, establish institutional eligibility for the Iowa Tuition Grant Program. Faith Baptist College meets the Iowa Tuition Grant Program institutional eligibility criteria. Whether an institution actually awards funds from this state grant program is irrelevant. Thus, Faith Baptist College is not required to seek the explicit approval of the State of Iowa in order to lawfully offer postsecondary degree programs in Iowa. For the purpose of the federal Department of Education's rules in 34 CFR 600.9 that require federal student aid participating schools to be authorized by an action of the State in which the school is located, Faith Baptist College is listed in Iowa Administrative Code 281-Chapter 21, by name, as a private nonprofit, degree-granting postsecondary educational institution that lawfully operates in Iowa. However, Faith Baptist College has elected, voluntarily, to seek official designation by the Iowa College Student Aid Commission as a registered school under Iowa Code Chapter 261B and associated rules in Iowa Administrative Code 281-Chapter 21 that are in effect as of the date of this report.

Institutional Information

Faith Baptist College is a private, non-profit postsecondary institution that provides instruction via face-to-face and distance education delivery modalities from its main campus located at 1900 NW Fourth St., Ankeny, IA 50023. The College's chief executive officer is the College President Jim R. Tillotson at the same address. The designated Iowa contact person for Faith Baptist is Christopher Ellis also at the same address. The Iowa Secretary of State records an active, domestic non-profit corporation registration #57315 for Faith Baptist College. The registered agent is Delmar R. Mohler.

Physical facilities: Faith Baptist has physical facilities appropriate for the programs and students services offered in Iowa. The College campus is located in a residential suburb in the northwestern part of Ankeny. The campus consists of: an administration building; classroom building; computer lab; library; dining room; seminary and other classrooms;

chapel; gym; student center; bookstore; women's residence hall; men's residence hall; soccer field; and a pond and picnic area. The following links are to a map of the campus and to an informational page about facilities:

- ✓ <http://www.faith.edu/images/Campus/2014Map.pdf>.
- ✓ <http://www.faith.edu/about-faith/campus-facilities>.

Instructional Methodology: Faith Baptist's only location is in Ankeny, Iowa, and all residential programs are offered in-state. These programs consist of primarily classroom instruction. Some blended and online courses are offered, but no full program can be completed without a residential component. All online courses and the distance portion of any blended courses will be completed via the internet, using Faith's Learning Management System. Most programs require an internship, which may be completed in-state or out-of-state. Education majors must complete a student teaching component which may be completed in-state or out-of-state.

Accreditation: Faith Baptist College is accredited by the Higher Learning Commission, a regional accrediting agency recognized by the federal Department of Education and the Association for Biblical Higher Education.

Federal Stafford Loan Cohort Default Rate: The most recent official data from the federal Department of Education has determined Faith Baptist's federal Stafford Loan default rate for fiscal year 2012 is 2.9%. The national average default rate of all schools during that time is 11.8%.

Graduation Rate (the percentage of first-time, full-time undergraduate students who graduated within 150% of the normal time for program completion as reported to the federal Department of Education): Faith Baptist College reports a graduation rate of 64%.

Average Loan Debt upon Graduation: Faith Baptist College provided average loan debt upon graduation without private loans as \$17,660 for a baccalaureate degree and \$12,287 for an associate degree.

Record Preservation: All physical records are stored in locked cabinets in a locked office and have all been scanned for electronic storage. All electronic records stored on in-house servers are backed-up daily and stored on physical media in a fire-proof vault. The current student information system is provided by a third party vendor and thus student records stored electronically in this system are present on servers located off-site and secured by username and password protection.

Transcript Requests: Transcripts may be ordered in person at the Registrar's Office on campus, by mail, or by emailing the Registrar's Office. Any current or former student wishing to obtain a transcript may do so by contacting:

- ✓ Andy Stearns, Registrar at 515-964-0601, ext. 202.
- ✓ registrar@faith.edu/<http://www.faith.edu/alumni/transcript-request>.

✓ http://www.faith.edu/images/academics/FBBC_AcademicRecordRequest.pdf.

Student Learning Resources: Students have full access to administrative offices by phone or email communication, as well as in-person visits, if feasible for the student. This includes registrar services, financial aid services, admissions, and both the college and seminary deans' offices. Library services are available by phone, email, and over the internet for use of the catalog and online databases to which the library subscribes. Student support directed toward online learners is provided by the Online Learning Office, which provides academic advising services in collaboration with the registrar and the appropriate dean's office. Course-specific learning resources are provided to the student by the course instructors via the learning management system. Additional information, such as instructional materials, is provided through the student portal on the institution's website. Further support is provided by the director of educational technology, the educational technology technician, and the director of online learning.

- Classroom Technology: the classrooms at Faith are equipped with up-to-date technology to assist in student learning. Several of the classrooms have wireless tablet technology, interactive whiteboard technology, and document cameras for enhanced learning.
- Computer Lab: the computer lab, located on the upper level of Gray Hall, has 23 computers and is open every day of the week.
- Faculty Advisor: every student has a faculty advisor who helps him or her in the selection of a program, registering for courses, and in achieving quality academic work.
- Library: the Faith Library contains more than 73,000 holdings (books, periodicals, and electronic publications) to assist students in their academic success. The Library has 16 public computer workstations with internet access. Students may also secure research materials through inter-library loan.
- Music Software: the Music Department utilizes Sibelius, Finale, and Modulator programs to assist students in developing their musical skills.
- Study Skills Workshop: Faith provides a study skills workshop at the beginning of each semester to assist students in time management, content reading, note taking, test taking, memory retention, and composition.
- Writing Center: Faith emphasizes the importance of excellence in written communications. To assist students in achieving excellence in writing, Faith provides a Writing Center to assist students in their written communications. Some professors ask students to take their papers to the Writing Center, but all students are encouraged to use the Writing Center for any paper. The Writing Center is located on the upper level of the Library, and hours of operation are posted each semester.

- Tutoring: faculty or peer tutoring is available by request for students who want additional help in completing assignments or taking tests.
- Writing Improvement Program: to assist students further in their writing, Faith initiated the Writing Improvement Program. This program assesses students at different points in their freshman and sophomore years and provides additional writing instruction for those who may need it.

Curriculum Evaluation and Development: Faith Baptist has implemented procedures for the introduction of new curriculum before the curriculum is approved to be delivered to students. Suggestions for course additions may originate at any level (programmatic, divisional, committee, administrative), but decisions are withheld until the program division chairs and faculty affected are consulted and afforded adequate opportunity to respond with any recommendations.

A description of the proposed course is given to the Vice President for Academic Services. The proposed course description is then to be submitted to the appropriate program division chair and must be accompanied by the following:

- A statement of the reason(s) for proposing the new course.
- The identification of the faculty member who would be teaching it along with a list of the academic qualifications to do so.
- A proposed syllabus which shall include the course objectives, the course requirements, and outline of the subject matter to be studied, a list of the proposed texts and recommended readings, the specific teaching methods to be employed, and the methods by which student learning will be evaluated.
- A description of the resources available in the School Library and/or IMC to support the proposed course, if appropriate.
- A list of the instructional materials which will need to be purchased to support the new course.
- A description of plans for evaluating the new course.
- A list of prerequisites, if any.

Approval must be secured from the program division chair and the Vice President for Academic Services. The proposal may be reviewed by the Curriculum Committee if either the Vice President for Academic Services or program division chairs require. For required core courses, approval must be received from the Curriculum Committee and the full faculty. In some cases, approval may also be required from the Board of Directors since that body has ultimate responsibility for all curricular and academic programs. Approval or disapproval at any step in the procedure should be communicated to the appropriate program/division chair.

Student Complaints Process: Faith Baptist students are made aware of the student complaints process in the student handbook. Grievances are directed to the Student Life Department who then internally direct the complaint to the appropriate departmental Vice President. The department Vice President then reports the resolution to the Dean

of Students. The Student Life Department's contact information is located in the student portal.

- ✓ Student Handbook at 34:
<http://www.faith.edu/images/college/SummerForms/studenthandbook.pdf>.
- ✓ Student Life Department Contact:
studentlife@faith.edu.

Programs Offered Under Registration

(Note: The programs listed below are only those for which Faith Baptist College may need coverage under the State Authorization Reciprocity Agreement (SARA) policies and rules. However, Faith Baptist College's registration authorization to operate at a location in Iowa is at the institutional level; thus, the Commission authorizes the institution to offer all of its programs in Iowa.)

The estimated total charge for tuition, fees, books, and supplies applicable to each program is listed below.

Residential Programs Offered at the Faith Baptist campus in Ankeny, Iowa

Associate Degree Programs

- Associate Degree programs: Biblical Studies; Missions and Evangelism; Office Administration - \$35,668.

Baccalaureate Degree Programs

- Bachelor Degree programs: Assistant Pastoral Studies; Biblical Studies; Elementary Education; Local Church Ministries; Missions and Evangelism; Music Education (K-8); Music Education (5-12); Pastoral Studies; Sacred Music; Secondary English Education - \$71,346.00.
 - The Education program is a licensure program. The program prepares students for first-time licensure in Iowa and meets Iowa licensing requirements. The Iowa Department of Education approves the programs the College offers that prepare students for first-time licensure as teachers.

Endorsement Courses

- Iowa K-8 Reading - \$7,540.00.
- Iowa K-12 Coaching - \$3,470.00.

Graduate Degree Programs

- Master Degree Programs: Biblical Studies; Practical Theology; Theological Studies- \$21,892.00.
- Master of Divinity - \$32,768.00.

Distance Education Programs and Field Experiences

Faith Baptist does not offer pure distance education. All programs require students to have some level of on campus presence. However, some program courses and endorsement courses require field experiences which can be completed in-state or out-

of-state. Structured field experiences are a required part of the curriculum for the following programs:

- Iowa K-8 Reading.
- Iowa K-12 Coaching.
- Other courses offered in the associate, baccalaureate, and graduate program have opportunity for field experiences which may be completed in or out of the State of Iowa.

Registration Compliance

As required by Iowa Code Section 261B.4, Faith Baptist College disclosed its policy on refunding tuition charges for withdrawn students. The graduate program and the undergraduate program refund policies are the same. A full refund is given for any subject dropped (including applied music courses) within the first nine class days, except when the student's total semester credit hours remain within the 14–18 hour range. A student who withdraws on or before the 60% point in the semester will receive a refund in tuition. The amount of the refund is based on the percentage of the semester that has not been completed. These policies are addressed in the undergraduate, graduate College Catalogs, and the Financial Aid Handbook available on Faith Baptist's webpage.

- ✓ <http://www.faith.edu/images/college/20152016CollegeCatalog.pdf> at 60-62.
- ✓ <http://www.faith.edu/images/college/20152016SeminaryCatalog.pdf> at 95-97.
- ✓ <http://www.faith.edu/images/admissions/financialaid/1617forms/20162017FinancialAidHandbook.pdf> at 11.

Administrative rules specifically require the school to comply with the requirements of Chapter 261.9(1) “e” through “h” by implementing the following policies.

- Iowa Code Section 261.9(1)(e) requires a school to maintain and disseminate a drug and alcohol abuse policy that includes sanctions for violation of the school's policy and information about the availability of drug or alcohol counseling or rehabilitation. Iowa Code Section 261.9(1)(f) requires a school to maintain and disseminate a sexual abuse policy that includes information about counseling opportunities and reporting instances of sexual abuse to school officials and law enforcement. Faith Baptist College provided compliant policies that address both of these requirements. The complete policy is available to students inside the employee and student portal, *FaithInside*. Micro policies are disclosed to students in the Faith Baptist Student Handbook and to prospective students and the public on the College's website at the following locations:
 - ✓ Drug and alcohol policies:
<http://www.faith.edu/images/college/SummerForms/studenthandbook.pdf> at 35.
 - ✓ Sexual abuse policies:
<http://www.faith.edu/images/college/SummerForms/studenthandbook.pdf> at 33.

- Iowa Code Section 261.9(1)(g) requires a school to maintain a special policy concerning institutional charges for members of the Iowa National Guard or reserve members of the U.S. Armed Forces, or the spouse of such a member if the member has a dependent child, when the service member or spouse must withdraw from the school because the service member or spouse has been called to active (Iowa) state or federal military duty or service. Faith Baptist provided a policy that is compliant with this requirement and will disclose the policy to students through the College Catalog.
 - ✓ <http://www.faith.edu/images/college/20152016CollegeCatalog.pdf>.
 - ✓ <http://www.faith.edu/admissions/seminary/seminary-catalog>.
- Iowa Code Section 261.9(1)(h) requires a school to develop and implement a policy for employees who, in the course of their employment, attend, examine, counsel, or treat a child and who suspect the physical or sexual abuse of that child. Faith Baptist provided a compliant policy to staff as part of its registration application. The College discloses the policy to employees inside the employee and student portal, *FaithInside*.

Student Consumer Information: In its registration application, the College affirms its willingness to comply with the requirements of Iowa Code Chapter 261.9, as stipulated by Iowa Code Section 261B.4 (8). Chapter 261.9 requires disclosure to students of information about the school's programs, charges, tuition refund policies; whether a certificate or diploma awarded by the school is applicable toward a degree program the school offers, and the identity of the school's accrediting agency. These disclosures are in place and available to students through Faith Baptist's online College Catalog, which is available to students through the College's webpage and various other readily accessible College web pages, including those that address each specific Faith Baptist program.

- ✓ <http://www.faith.edu/images/college/20152016CollegeCatalog.pdf>.
- ✓ <http://www.faith.edu/images/college/20152016SeminaryCatalog.pdf>.
- ✓ <http://www.faith.edu/images/admissions/financialaid/1617forms/20162017FinancialAidHandbook.pdf>.
- ✓ <http://www.faith.edu/academics/programs-courses#college-majors>.
- ✓ <http://www.faith.edu/academics/programs-courses#seminary-programs>.

Effective July 1, 2012, Iowa Code Section 261B.7 states that, while a school must not represent that it is "approved" or "accredited" by the Commission or the State of Iowa, a registered school must disclose that the school is registered by the Commission on behalf of the state of Iowa and provide the Commission's contact information for students who wish to inquire about the school or file a complaint. The College will post a statement reflecting that the College is registered with the Commission and the contact information for questions and complaints on the College's main website under Academics → Online Learning → State Authorizations and Accreditation.

- ✓ <http://www.faith.edu/academics/online-learning/state-authorizations-and-accreditation>.
- ✓ <http://www.sheeo.org/sites/default/files/Complaint%20Process%20Links%202012-2012.pdf>.

Financial Responsibility: Faith Baptist College submitted the audit report of an independent accounting firm, Denman & Company, LLP dated September 14, 2015, covering the institution's financial position through June 30, 2015. The accounting firm stated its opinion that the school's financial statements present fairly, in all material respects, the school's financial position.

A private non-profit school that participates in the federal student aid programs must maintain a composite score, based on a three-factor financial responsibility ratio, of at least 1.5 in order to be determined by the federal Department of Education to be financially responsible without additional oversight. Faith Baptist's independent auditor did not report nor test Faith Baptist's financial responsibility composite score. The most recent financial responsibility composite score reported for Faith Baptist by the federal Department of Education is for the institutional fiscal year ending June 30, 2014, when Faith Baptist's composite score was 3.0 (out of a possible 3.0).

Full-Time Iowa Resident Faculty Member or Program Coordinator: Faith Baptist employs 38 full-time, Iowa-based faculty members. Additional information about faculty appears below.

Instructional/Supervisory Staff Qualifications: Faith Baptist maintains easily accessible information about faculty on each of its web-based program main pages.

- Bachelor Degree of Elementary Education programs in: Of four education department faculty members reviewed: two have doctoral degrees in education; all have graduate degrees.
- Bachelor of Biblical Studies programs: Of two biblical studies faculty members reviewed: one has a doctoral degree in theology; one has a doctoral degree in philosophy; both have graduate degrees in religious studies.
- Master programs in Biblical Studies, Divinity, Practical Theology, Religion, and Theological Studies: Of five faculty reviewed: four have doctorate degrees- three in religious studies; all have graduate degrees in religious studies.

Commitment to Iowa Students and Teach-Out: By executing an electronic signature on the registration application, Faith Baptist College President Jim R. Tillotson committed to the delivery of programs Faith Baptist offers and agreed to provide alternatives for students to complete programs at Faith Baptist or another school if the College closes a program, or if Faith Baptist closes before students have completed their courses of study.

Compliance with Iowa Code Chapter 714

Section 714.18 – Evidence of Financial Responsibility

Faith Baptist College is exempt from the financial responsibility (i.e., bonding) requirements of Iowa Code Section 714.18. The College qualifies for the exemption listed in Iowa Code Section 714.19, subsection 10: "Private nonprofit schools that meet the criteria established under [Iowa Code] section 261.9, subsection 1." The criteria

established under Iowa Code section 261.9, subsection 1, is the *institutional* eligibility criteria that qualifies a school for participation in the Iowa Tuition Grant program. Faith Baptist meets the institutional eligibility criteria, and therefore qualifies for the financial responsibility exemption. For this purpose, whether a school actually awards funds from the Iowa Tuition Grant program is immaterial.

Section 714.23 – State Tuition Refund Policy

The Iowa tuition refund policy does not apply to Faith Baptist because it is a private nonprofit institution.

Compliance with Iowa Code Chapter 261F

Faith Baptist posts on its website a Code of Conduct for Educational Loans <http://www.faith.edu/admissions/financial-aid/financial-aid-forms> that addresses provisions of Iowa Code Chapter 261F. The Faith Baptist Code of Conduct appears to be an accurate and comprehensive reflection of Iowa Code provisions that govern certain aspects of business relationships between private education loan lenders and school personnel who have responsibilities related to education loans. Faith Baptist maintains a list of historical lenders which are disclosed by the financial aid staff if a student applies for private loan funding.